



Memo

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To: SkillsUSA-VICA Chapter advisors

From: Paul Light, Missouri SkillsUSA-VICA State Director

Missouri SkillsUSA-VICA
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Welcome to the 2002-2003 SkillsUSA-VICA year! Included in this packet is information necessary for getting your SkillsUSA-VICA chapter ready for another great year. **Please copy this information to all SkillsUSA-VICA chapter section advisors and administrators in your school.** You are the only one in your school to receive this information.

Membership Rosters: The national office of SkillsUSA-VICA is mailing membership kits including rosters directly to your school during August. These will be the only rosters you will receive. Be sure **all** advisors are aware of the roster packets. Read and follow the directions in the membership kit carefully. If your school prefers for one person to handle all roster processing, please remove only the roster form and the instruction sheet. Please pass the rest of the kit to the classroom instructor for their use. The remaining parts of the kit include a poster, employment network flyer and a special offer for a free mini CD-ROM and other teacher materials.

Membership Dues and Deadline Dates: SkillsUSA-VICA dues for the 2002-2003 school year are as follows, with a breakdown for you to use on your membership roster:

	Total	National	State & District
Secondary/Postsecondary Active	\$ 10.50	\$ 7.50	\$ 3.00
Secondary/Postsecondary Professional	\$ 16.00	\$13.00	3.00

Please Note: Make all checks or purchase orders payable to National SkillsUSA-VICA for the amount that includes both state and national dues. **Mail rosters directly to the national office of SkillsUSA-VICA.** Sending the rosters to the state office will only delay processing.

 * **REMEMBER -- DEADLINE FOR FULL SERVICE IS OCTOBER 31, 2002.** *
 * **FINAL DEADLINE FOR ROSTERS IS MARCH 3, 2003.** *

It is not necessary to wait until the roster is full before mailing it. You can always add additional names to a roster. If you wait until the end of the semester to mail your roster, your students will miss out on some really exciting curriculum packets that are sent from the National Office. We have set the final deadline for dues so that it falls after the start

of the spring semester to allow for students who change classes at the semester break. However, if you wait that long to send in your roster the students will miss out on important services.

Materials from the national office: To assure that your chapter is receiving materials for each of your instructors, be sure that you complete a separate roster for each of your school's program areas with the instructor's name and occupational area. If you have more than one instructor in a program area, complete one roster for each instructor in that program area. If you have a lead chapter advisor that is not a classroom instructor, you can complete a roster with the names of your overall chapter officers on it and any other professional members who are not classroom teachers and list your name as the advisor. Just be sure to include the students' occupational areas to ensure their eligibility for skill contests.

New Charters and New Advisors: Contact the State Advisor for more information.

Lead Advisor Form: Enclosed is a form for providing information to better serve your chapter. Please complete it and return it by September 15, 2002. If you will not be serving as the lead advisor from your school, please pass this memo along to the person who will be doing so. It is important that the lead chapter advisor share this information with the other members of your school's faculty.

Missouri SkillsUSA–VICA Calendar of Events: Also included is a Calendar of Conferences that was developed for school administrators.

State Officers: Enclosed is a list of your 2002-2003 State SkillsUSA–VICA Officers. Please feel free to contact this office about having one of these young leaders come to your school. They can help with installing officers or any other SkillsUSA activities that can assist your chapter to grow and prosper. Contact the State Office for details.

District Advisors: Enclosed is a list of your Junior and Senior Advisors. Please contact them, at any time, concerning any SkillsUSA–VICA District business. They are available to serve your interests. Please stay in touch with them. If you have any items of concern, business or interest that need consideration by the Missouri SkillsUSA–VICA Executive Council, your Junior and Senior District Advisors are the proper people to contact. They will be able to present your views and concerns to the rest of the Executive Council and have that group take action. Your Executive Council runs your State organization.

Missouri SkillsUSA–Vica News: This includes the medallion winners from the National Leadership and Skills Conference.

SkillsUSA Technical Standards: In June of 2002, all national competitive events will follow the new technical standards (Revised 2001, sponsored by Goodheart-Wilcox). Please Note: Because of the addition of many new contests, there will be no free or promotional copies available as in past revisions. The new contest information that is now included in the new book will be deleted from the National web site. There is a discount

offer in the Membership Kit. Please order at least one copy for your school. These are available from the National Office. They can be ordered on the SkillsUSA website.

National Theme for 2002-2003: SkillsUSA–VICA: STEP UP TO SUCCESS. This is the theme for the Chapter Display, Promotional Bulletin Board, and Prepared Speech competitions. It will appear at the top of the Missouri SkillsUSA–VICA letterhead for all the memos and in the banner of the newsletter. You can locate it by finding the latest Missouri SkillsUSA–VICA memo, the Missouri website, or the national website.

Internet - World Wide Web: Missouri SkillsUSA–VICA and SkillsUSA–VICA National Office have Web Sites. There is a lot of information available already, and we will be updating and adding more in the future. The update memos we send throughout the year will be posted on the website so that all instructors can retrieve the information. You can access them through a search engine or at the following:

Missouri SkillsUSA–VICA	–	http://www.skillsusa.org/missouri
Email	–	plight@mail.dese.state.mo.us
National SkillsUSA–VICA	–	http://www.skillsusa.org
Email	–	anyinfo@skillsusa.org

Planning a Program of Activities: As a SkillsUSA–VICA chapter advisor, it is your responsibility to provide students with an organized, well-balanced program of skill training, related knowledge and attitude development. You can accomplish this through your curriculum, mostly during class time. Students will participate in a chapter that:

1. Provides benefits to them
2. Accomplishes worthwhile activities
3. Makes them feel important

Here's wishing your SkillsUSA–VICA chapter a successful year!